

SUMMARY OF ACTIONS REQUESTED AT THE ORD/CSP MEETING - 21 - 23 APRIL 1982

D/ORD and DD/ORD

	<u>ACTION</u>	<u>COMPLETED</u>
25X1A9A		
25X1	1. Call Director of FBI and contact NSA about [redacted] and the possibility of assigning him to one of these offices. [redacted] work in ORD is soon to be completed, and OGI does not have an assignment for him.	Returned to OGI
25X1A9A		
25X1A9A	2. [redacted] is a likely candidate to replace [redacted] as Chief, Materials Branch, MSRD.	X 25X1A9A
25X1	3. There have been [redacted] slots allocated for non-managerial "senior scientist" GS-15 and SIS positions in DDS&T. [redacted] and [redacted] are in this category now. [redacted] might be considered for a similar position.	X
25X1A9A		
25X1A9A	4. [redacted] to talk with [redacted] about his performance.	X 25X1A9A

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EO/ORD

	25X1A9A ACTION	COMPLETED	
25X1A9A	Contact [redacted] and have him come down for a meeting with D/ORD and DD/ORD on	X	
25X1A9A	[redacted]		
25X1A9A	2. Have [redacted] attend technical presentations. D/ORD will discuss possibility of moving [redacted] into a technical officer position prior to the next CSP meeting in 1983.	X	
25X1A9A	B&F/ORD replacement may be considered if appropriate individual is selected to replace [redacted]		
25X1A9A	3. Have any new ORD administrative procedures recommended discussed at the ORD weekly staff meetings prior to holding office-wide secretarial meeting. This was requested by [redacted]	X	
25X1A9A	[redacted]		
25X1A9A	4. [redacted] will be asked to replace [redacted] on the Federal Womens' Working Group.	X	
25X1	C/ [redacted] /ORD		
	1. Complete newspaper ad for full-time secretaries. Advertise for part-time secretaries on Ames Building bulletin boards.	X	
	2. Contact OGI about possible part-time and full-time secretaries that may wish to stay in the Ames Building when OGI moves.	X	
	3. Make computer input on degree information missing such as [redacted] BA in Economics and French; [redacted] BS in Government and Politics; etc.	X	25X1A9A 25X1A9A
	4. Investigate with C/PATG/ORD on whether ORD could move an ORD secretary into the ORD Logistics Officer slot.		C/PATG Action
	5. Check with the Office of Finance on their training program and inquire if [redacted] could be moved into the trainee program.	X	25X1A9A
	6. Request Retirement Branch/OP to prepare an annuity sheet for [redacted]	X	
			25X1A9A

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25X1

[redacted] (Cont'd)

ACTION

COMPLETED

25X1

8. Request [redacted] to provide more feedback on actions to be completed. A tickler file on the computer was suggested. Have him attend staff meetings once a month and give a report on ORD logistics actions.

X

25X1A9A

[redacted]

25X1A9A

9. Provide [redacted] with a copy of the official staffing complement of his division.

X

25X1A9A

25X1A9A 10. As requested by C/ISR, give [redacted] a copy of the [redacted] resume.

X

25X1A9A 11. Consult with [redacted] about working longer hours.

X

25X1A9A

[redacted]

1. Get evaluations on Penn State management program.

X

25X1A9A

2. Get information for [redacted] on the Sloane School of Management/MIT

X

25X1A9A 3. Check with [redacted] on his evaluation of the OPM Executive Seminars.

X

25X1

[redacted]

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25X1

C/ [] ORD

ACTION

COMPLETED
25X1A9A

- 1. Verify in writing that [] is retiring on or about 1 October 1982.

Retired: 30 Sept 82

25X1A9A

C/AMRD/PATG/ORD

- 1. Give [] a memorandum that the end of his assignment is in July. He will be able to retire at that time. 25X1A9A

Retired

25X1A9A

- 2. Award action to be done on []

Done

- 3. Arrange a briefing by [] for ORD people.

to be presented early Oct.

25X1A9A

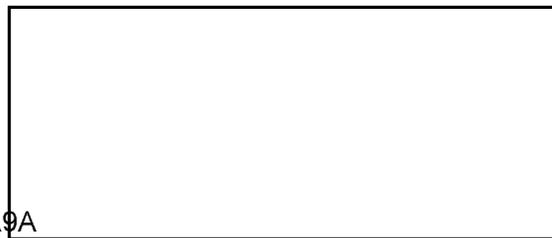
- 4. Arrange to have more circulation of the papers completed by []

x

ILLEGIB

25X1A9A

- 5. [] needs courses in Communications, Writing and Briefing. Candidate for the problem solving writing course.



25X1

C/ [] /ORD

25X1A9A

25X1A9A

- 1. Wait until next CSP meeting to recommend a Quality Step Increase for []
Write a memorandum for D/ORD's signature to [] Career Service about her performance.

Memo written

ILLEGIB

25X1A9A

- 2. [] needs Communications and Human Interaction courses. Possible OSO TDY .



25X1A9A

- 3. [] retirement date and memorandum.

Retired: 30 Sept

ILLEGIB

25X1A9A

- 4. Arrange briefing by [] for ORD people.



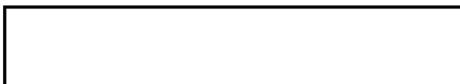
25X1

C/ [] /ORD

25X1A9A

- 1. Talk with [] and tell him he was not placed in an evaluation category at the CSP meeting pending his return from sick leave. There will be a special review three months after his return. At that time there is the possibility that action will be taken to downgrade him in two years.

Rotation: NPIC



(Cont'd)

25X1

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25X1

C/ [redacted] ORD (Cont'd)

25X1A9A

ACTION

COMPLETED

- 2. Tell [redacted] that he will continue to run the computer lab upon return from his assignment, but he can't be promoted in this slot.

X

25X1



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- 25X1 C/ [] ORD
- 25X1A9A 25X1A9A ACTION 25X1A9A COMPLETED
1. Work with [] to reaffirm and document in a memorandum that [] will retire in November. [] to retire 30 Dec 82 25X1
 2. Consideration of [] as Chief, [] CTG. X 25X1A9A 25X1 [] Full Time
 3. Possible part-time secretary to assist [] or reassignment of [] to another ORD position such as ACS/ORD. 25X1A9A 25X1A9A
 4. Work with [] to arrange a full scale briefing by [] on his projects for [] X
- 25X1 C/ [] ORD 25X1A9A
1. [] needs more exposure to Agency people. Talk to her about working longer hours. X
 2. [] needs better writing and briefing skills. Possible candidate for the problem solving writing course. Briefing 73 rec'd July 70 - 9/24/82 25X1A9A
 3. Replacement for [] who has been accepted by the University of Louisville [] He plans to attend in September if he can make the necessary financial arrangements. Resigned to go to Medical School
 4. [] should be assigned to only short overseas tours with OTS because of family responsibilities. X
- 25X1 C/ [] ORD 25X1A9A
1. Talk with [] and tell him that he will be placed in Category IV at the next CSP meeting unless he: (1) initiates new projects, (2) works with the customers, and (3) shows that he is adequately familiar with the projects he is administering by giving appropriate briefings and completing written reports so that management will know what he is doing. Arrange a full scale briefing by [] on his projects for [] Talk with OTS about [] joining that group. X 25X1A9A 25X1A9A

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25X1	C/ []	ORD (Cont'd)		
	25X1A9A	25X1A9A	ACTION	COMPLETED
25X1A9A			2. Counsel [] on making decisions.	X
25X1			3. Give [] more opportunity to work on [] projects. Appoint Acting Branch Chief of [] while [] is gone.	X 25X1A9A
25X1			4. Possible assignment in []/ORD for []. Arrange for [] to take Leadership Styles & Behavior.	25X1A9A <i>Reassigned to ACS</i>
25X1A9A			5. Think about Special Achievement Award or Quality Step Increase for [] accomplishments should be publicized.	25X1A9A X
25X1A9A			6. [] needs more writing skills. Probable candidate for writing problem solving course. Might be considered a future senior scientist.	<i>Possibly Dr. Manning.</i> X
25X1A9A			7. Talk with [] about performance. This to be done with [] and []	25X1A9A X
25X1			C/ [] ORD	25X1A9A
25X1			1. Inform new chief of [] that [] needs more exposure to Agency people.	X 25X1A9A
			2. Counsel [] to do more planning on his activities and projects and keep this information on an up-to-date basis.	X